



Criminal History Checks

12 VAC 5-31-540. Personnel records.

B. An EMS agency shall have a record for each individual affiliated with the EMS agency documenting the results of a criminal history background check conducted through the Central Criminal Records Exchange operated by the Virginia State Police no more than 60 days prior to the individual's affiliation with the EMS agency.

EMS Agencies (effective January 1, 2003) are required to conduct criminal background checks on every individual affiliated (in any capacity) with the agency. This background check is free to volunteer, non-profit EMS agencies from the Virginia State Police. It is important to note that once a background check is performed by an agency, the original form received should be reviewed, note the results in the confidential personnel record of the individual file and then destroy the original State Police form.

Volunteer EMS and Fire agencies can apply to the State Police to use the Internet to send and receive criminal history record reports. Please read the information below and visit the Virginia State Police on the Internet to learn about this option.

The information received is confidential and there are criminal penalties for release of the information. The following section of the Code of Virginia addresses this:

§ 9.1-136. Criminal penalty for violation.

Any person who willfully and intentionally requests, obtains, or seeks to obtain criminal history record information under false pretenses, or who willfully and intentionally disseminates or seeks to disseminate criminal history record information to any agency or person in violation of this article or Chapter 23 (§ 19.2-387 et seq.) of Title 19.2, shall be guilty of a Class 2 misdemeanor.

Central Criminal Records Exchange (CCRE) from the Virginia State Police

http://www.vsp.state.va.us/cjis_chrc.htm (From the VSP Web Site)

The following agencies are entitled to receive complete criminal record information from CCRE as specified by law:

- Alcoholic Beverage Control Board
- Specific Volunteer Agencies
- Private/Parochial Schools*
- Foster Care Agencies*
- Domestic/International Adoption Agencies
- Gaming Commission
- Office of Interdepartmental Regulations*
- State Lottery*
- Armed & Unarmed Security Guard Companies
- Court Order/Subpoena
- Public School Boards*
- State Corporation Commission
- State Board of Elections
- **Volunteer Fire & Rescue Depts.**
- VISA/Passports for International Travel
- Virginia Racing Commission*
- Depts. Social Services-Mental Health/Retardation Substance Abuse*
- Hospital Pharmacies
- Virginia Power

*Statutes provide for submission of fingerprints for state and federal search of fingerprint files at a cost of \$13.00 for CCRE search and \$24.00 for search of Federal Bureau of Investigation file; total \$37.00 fee.

Since these entities are statutorily entitled to criminal name searches, the State Police has developed the Non-criminal Justice Interface (NCJI). This program is explained on the Central Criminal Records Exchange page, and a name search produces electronic responses within 72 hours, or less.

(http://www.vsp.state.va.us/cjis_ccre.htm)

Requests for criminal record searches, other than aforementioned, must be executed by the submission of a "Criminal Record Name Search" form SP-230. The instructions for the completion of this form are noted on the reverse side of the document. This form can be viewed, downloaded and/or printed by visiting the Virginia State Police Forms page.